

# MANOR LEAS INFANT SCHOOL



## Little People, Big Ideas

### Nursery Admissions Policy

2025 - 2026

Policy number	4
Policy revision	
Policy reviewed	
Review date	July 2026
Committee	FB
Authors	Headteacher

# Nursery Admissions Policy for Manor Leas Infant School

## 1. Introduction

The Board of Trustees of Manor Leas Infant School, as the admission authority, applies the regulations on admissions fairly and equally to all those who wish to attend this school.

## 2. Aims and Objectives

We are an inclusive school that welcomes children from all backgrounds and abilities. All applications will be treated on merit and in a sensitive manner. The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the nursery of their choice. However, this is not always possible if there is an excessive demand on places available.

## 3. The Admission Authority

Manor Leas Infant School Academy Trust are the "Admission Authority" for the school and determine the admission arrangements. A parent, for the purposes of making an application, is a person with 'parental responsibility' as defined in section 576 of the Education Act (1996). The school publishes a nursery admissions policy each year on its website and paper copies are available from the office.

## 4. Application process

Early Years Entitlements can be accessed Manor Leas Infant School during term-time in accordance with the school's published term dates over 38 weeks per year. The nursery has a capacity of 24 pupils in the morning and 24 in the afternoon. The capacity may increase to 26 pupils in the future. The majority of the places will be for pupils attending 15 hours a week, but there are a limited number of 30-hour places for those children who are eligible. Parents and carers must have a valid eligibility code for the required term, in order to access the funded 30-hour sessions. Session preferences will be allocated on a first come first served basis and are subject to availability. The number of 30-hour places is regularly reviewed. Admission into nursery is governed by the school and not the Local Authority. Children entering Nursery should be three years of age, rising to four years of age.

- **To begin attending nursery in September, children should be three before the 31st August.**
- **If there are available places after the September intake, then a January intake will take children who turn three between the dates of 1st September and the 31st December.**
- **If there are available places after a January intake, then an Easter intake will take children who turn three between the dates of 1st January and the 31st March.**

Parent/carers should contact the school directly for an application form if they wish to apply for a place in nursery. Parents will be asked to name their session preferences,

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however, there is no guarantee that a place will be offered in the preferred sessions.

- The offer of places for September will take place in June/July.
- The offer of places for January will take place in November/December.
- The offer of places for April will take place in February/March.

In most circumstances, the school aims to have termly admissions in order to minimise disruption and to support induction arrangements. However, if places are available, children may be admitted at any point during the term following their third birthday.

If the nursery is already full for the term you wish your child to start, or if there are more applications than available places, the applications will be ranked by the school's oversubscription criteria (see section 5). Children can move up and down the list depending on where the other children are ranked against the oversubscription criteria. Children's names are removed from the list when they are offered a place at the nursery or when parents inform the school that they no longer wish the child's name to remain on the list.

### Early Years Entitlements

Admissions will be offered to 3 - 4 year old children for:

- 15 hours per week Universal funded hours (either morning only **or** afternoon only sessions for three hours per day); **or**
- 15 hours per week Universal funded hours (two and a half school days per week); **or**
- 30 hours per week Extended funded hours, full school days (subject to HMRC terms and conditions).

Sessions available	Total funded hours
<b>Morning sessions only</b> 8.45am - 11.45am	15 hours per week
<b>Afternoon sessions only</b> 12.15pm - 3.15pm	15 hours per week
<b>All day Monday</b> 8.45am - 2.45pm/3.15pm* <b>All day Tuesday</b> 8.45am - 2.45pm/3.15pm* <b>Wednesday morning</b> 8.45am - 11.45am	15 hours per week
<b>Wednesday afternoon</b> 12.15pm - 3.15pm <b>All day Thursday</b> 8.45am - 2.45pm/3.15pm* <b>All day Friday</b> 8.45am - 2.45pm/3.15pm*	15 hours per week
<b>All day, Monday - Friday</b> 8.45am - 2.45pm/3.15pm*	30 hours per week

\*If you would like your child to remain in school until 3.15pm on those days, an additional charge of £2 per session will be made (as of January 2026). This payment is in addition to the funded hours and must be paid directly to school.

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Pupils at nursery can also attend Manor Leas Infant School's Wraparound Care at an additional cost paid directly to school. Breakfast club can be accessed from 7.30am - 8.45am and After-School Club can be accessed from 3.15pm - 6.00pm. Funded hours cannot be used for this. Please ask the school for more information.

If a place is available, the parent/carer will be invited to visit the Nursery with a copy of their child's birth certificate. If the parent/carer agrees to the terms and conditions of administration, they will be asked to arrange an induction visit/s, and a start date for the child will be agreed. Children's start dates and arrangements are arranged and tailored to meet each child/family's individual needs. The start date will take into account our settling in procedures which have been developed to ensure all children are feeling safe and happy at nursery and can play alongside other children and access their learning environment. Children are invited to bring a packed lunch or a lunch is available to order and pay for directly from the school's meals provider Kidz Kitchen. If your child requires nappies, wipes and changes of clothing, these must be supplied by parents and carers. If a pupil attends two different settings, Manor Leas Infant School must be listed as the primary setting.

We ask parents to make a termly commitment to Manor Leas Infant School as signed in the declaration form. If parents wish to alter their preferred sessions, they must put this in writing and this will be considered at the next offering of places; however, there is no guarantee that the sessions will be able to be altered. We ask parents and carers to give us 30 days' written notice if they wish to cancel their child's place at the nursery for the following term. If parents/carers decide to move their child mid-term, the funding will remain with Manor Leas Infant School until the end of that term - please note this may affect the transfer of the child to a new Nursery.

In accepting the offer of a place, the expectation is that parents will commit to ensuring their child attends sessions regularly and on time. This forms early good habits in preparation for their transition into the primary phase of their education. To support this, we require all nursery children to wear Manor Leas Infant School's uniform. Since places in the nursery are limited, parents are advised that a poor record of attendance without good cause, may lead to their child's place being offered to someone else. If this becomes a possibility parents will be notified of this before any action is taken. The school will not permit pupils to continue with any allocated nursery place beyond the end of the current school year in which they turn four years old.

A place in nursery does not guarantee a place in Reception and a place must be applied for in accordance with Lincolnshire County Council's co-ordinated admission arrangements.

### **5. Over-Subscription Criteria**

If the school receives more applications than it has places the Trustees will apply the following criteria in the order given:

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1. Children in Care and those who were previously in care, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A 'child in care' is a child who is:

- a) In the care of the local authority, or
- b) Being provided with accommodation by a Local Authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Children previously in care are children who were in care, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 (see Section 12 Adoption Orders) and children who were adopted under the Adoption and Children's Act 2002 (see Section 46 Adoption Orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. A brother or sister attending the school at the time of application, or who will be attending the school at the expected time of admission. In addition, a brother or sister attending Manor Leas Junior Academy or will be attending Manor Leas Junior Academy at the time of admission. A sibling is considered to be:
  - A full brother or sister, whether or not resident in the same household;
  - Another child normally resident for the majority of term time in the same household, for whom an adult in the household has parental responsibility as defined in the Children Act 1989.

3. Nearest school to the home address

This applies when the school is the nearest state funded, non-selective, mainstream school to the child's address admitting children to the relevant year group; this is calculated by Lincolnshire County Council school admissions team using straight line distance to three decimal places e.g.1.234 miles. If you reside in Lincolnshire, you can use the search tool at <http://www.lincolnshire.gov.uk/find-nearest-school> to identify which school is your closest school.

The home address is considered as the address where the child lives for the majority of term time with a parent (as defined in section 576 of the Education Act 1996). Where a child lives normally during the school week with more than one parent at different addresses, the home address accepted for the purposes of school admissions

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will be the one where the child spends the majority of term time. If a parent has more than one home, we will accept the address where the parent and child normally live for the majority of the school term time as the home address.

We do not take into an account an intention to move when considering a home address unless this is for members of the UK Armed Forces or a returning Crown Servant as outlined in Section 6.

#### 4. Children of staff at the school:

- Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) The member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

#### 5. Measurement of distance:

- Straight line distance as calculated electronically to three figures after the decimal point (e.g. 1.543 miles) by Lincolnshire County Council school admissions team from the Post Office Address Point of the home to the Post Office Address Point of the school. Priority will be given to the child living closest.

#### 6. Final Tiebreaker

- If it is not possible to distinguish between one or more applicants within an admissions criteria, places will be allocated to those living nearest the school first measured by straight line distance as outlined in point 5 above. If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place then a lottery will be drawn by an independent person, not employed by the school or working in the local authority children's services directorate.

### **6. Fraudulent or Misleading Applications**

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly. As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example if a false address was given which denied a place to a child with a stronger claim. If a place is withdrawn, the application will be considered afresh and you will be advised of your right of appeal if a place is refused.

This policy will be reviewed annually by the trustee board.